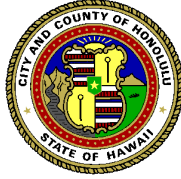


ETHICS COMMISSION  
**CITY AND COUNTY OF HONOLULU**

715 SOUTH KING STREET, SUITE 211, HONOLULU, HAWAII 96813-3091  
Phone: (808) 768-7786 · Fax: (808) 768-7768 · EMAIL: [ethics@honolulu.gov](mailto:ethics@honolulu.gov)  
Internet: [www.honolulu.gov/ethics](http://www.honolulu.gov/ethics)

KIRK CALDWELL  
MAYOR



CHARLES W. TOTTO  
EXECUTIVE DIRECTOR & LEGAL COUNSEL

October 19, 2015

TO: CHAIR KATY CHEN, VICE CHAIR MICHAEL LILLY AND  
MEMBERS OF THE ETHICS COMMISSION

FROM: CHARLES W. TOTTO, EXECUTIVE DIRECTOR AND LEGAL COUNSEL,  
AND LAURIE A. WONG, ASSOCIATE LEGAL COUNSEL

SUBJECT: AGENDA ITEMS FOR THE SEPTEMBER 23, 2015 MEETING, **OPEN SESSION**

---

I. CALL TO ORDER

II. OLD BUSINESS

- A. Confirming the Date and Time for the November 18, and December 16, 2015 Meetings. Beginning in January 20 2016, meetings will be held every third Wednesday of each month, except in November which will be held on the second Wednesday.

III. NEW BUSINESS

**B. Executive Director and Legal Counsel's Report.**

1. General Statistics: Complaints and Requests for Advice as of the end of last month.

## REQUEST FOR ADVICE & COMPLAINTS

	Total	Responses, Referral, Withdrawn or No Action	Under Review	Under Review – <b>Net</b> change from last report
<b>July 1, 2012 - June 30, 2013</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>-2</b>
<b>FY 13 TOTAL</b>				
<b>July 1, 2013 - June 30, 2014</b>	<b>489</b>	<b>480</b>	<b>9</b>	<b>0</b>
<b>FY 14 TOTAL</b>				
<b>July 1, 2014 – June 30, 2015</b>	<b>398</b>	<b>351</b>	<b>47</b>	<b>-4</b>
<b>FY 15 TOTAL</b>				
<b>July 1, 2015 - June 30, 2016</b>	<b>101</b>	<b>77</b>	<b>24</b>	<b>NA</b>
<b>FY16 TOTAL</b>				

### 2. Fiscal Year 2015 Statistics.

These statistics were reported at the last meeting.

### 3. Current Fiscal Year Budget Issues.

First, the Associate Legal Counsel received the pay increase that the Commission awarded her at the last meeting. We continue to work with the Managing Director to contract with Letha DeCaires for investigative and training services.

### 4. Fiscal Year 2017 Budget.

Questions from the Department of Budget and Fiscal Services have so far focused on the need (1) to add a second investigator, or, alternatively, increased funds to contract for investigative services to handle the 90 CRIs expected to be submitted in FY17, (2) an increase in funds for consultant services (e.g., outside counsel, expert witnesses, hearing officers) and transcription services to cover the increased expenses due to a similar or increased number of contested hearings in FY17 and (3) our request for funds to run a Commission-designed, web-based training program.

### 5. Ethics Training Program.

- The Associate Legal Counsel is spearheading our deployment of a web-based ethics training program for all 8,500 City personnel beginning in April 2016; and
- We are working with the Mayor's Office and the Department of Information Technology to make the board and commission member ethics training video available on-line.

6. Staff's Priorities for FY16 – FY17.

Here is a list of priorities at this time. Staff must remain flexible because much of our work is not within our control, such as the number and complexity of Requests for Advice (RFA) and Complaints Requiring Investigation (CRI) that are submitted to us. Also, this list may change as a result of EC member comments and recommendations.

- Highest Priority:
  - Develop and conduct all-employee ethics training program;
  - Timely response to RFAs and CRIs;
  - Formulate and present Notices of Alleged Violations and contested hearings as required;
  - Seek sufficient resources through FY17 budget to support necessary EC activities;
  - Develop an operating plan with Commission; and
  - Support Charter amendment to change salary process for EC's lawyers' salaries.
- Secondary Priority:
  - Report and implement improvements to prehearing and hearing processes;
  - Ensure timely filings of financial disclosures and lobbying reports in January 2016; and
  - Draft and advocate on important and necessary ethics legislation.

7. Staff Communication with City Work Force.

Staff is waiting for a response from the Managing Director in order to submit our first email blast to City agencies and personnel.

Should you have any questions or comments, please contact Laurie or me.